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GENERAL MANUAL POLICY

APPROVED BY:



Executive Director

CATEGORY: Health & Safety

TOPIC: Agenda

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POLICY

It is the policy of Community Living Thunder Bay that an agenda be developed for each committee meeting.

PURPOSE

To set out the process for conducting business.

RESPONSIBILITY

It is the responsibility of the Co-chairs to ensure that an agenda is developed.

Initial: AB

GENERAL MANUAL PROCEDURE

TOPIC:

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PROCEDURE:

1. The agenda will be prepared and distributed one (1) week in advance of the regularly scheduled meeting.
2. Any staff member can submit items for the agenda by forwarding the item to one of the Co-chairs and providing back up information to enable discussion of the item.